

Onsite Document Review Checklist for Non-Public Schools 2006-07 Comprehensive Site Visits

Please have documents pertaining to the following items available for review in the site visit team workroom during the comprehensive site visit. To assist the team, consider coding folders and/or documents with the numbers/letters that appear below (e.g., 1a and 1b) in any way that is efficient for the school.

281—IAC Chapter 12: General Accreditation

1. Attendance center, program, and course enrollment data by race, national origin, gender, and disability demonstrating the following: 281—IAC 12.1(1)
 - _____ a. Evidence of annual review of attendance center and course enrollment data disaggregated by gender, racial/ethnic background, and disability.
Note: Evidence could include BEDS data or data printed from the school's student data management system regarding each disaggregated category. The school is also asked to provide a written description of how these data are used, with what frequency, by whom, and for what purposes.
 - _____ b. Evidence that equal opportunity in programs is provided to all students regardless of race, color, national origin, gender, disability, religion, or creed.
Note: This evidence could include items such as policies and grievance procedure. Nothing in 281—IAC 12.1(1) shall be construed as prohibiting any bona fide religious institution from imposing qualifications based upon religion when such qualifications are related to a bona fide religious purpose.
2. Board policy manual provides evidence of the following content: 281—IAC 12.3(2)
 - _____ a. A codification of policies, including the adoption date, the review date, and any revision date for each policy.
 - _____ b. Evidence that policies are reviewed at least every five years.

Note: For the items below, please record the school's policy number for each of the required content items and share this information with the site visit team leader when he/she arrives for the visit. It is not necessary to have a separate board policy for each of the required content items. It is possible that one board policy may address more than one content item requirement.

3. Policies have been adopted that address the following:
 - _____ a. Accessibility and confidentiality of student records in compliance with *FERPA*, *Iowa Code Chapter 22* and 281—IAC 12.3(4)
 - _____ b. Graduation requirements 281—IAC 12.3(5)
 - _____ c. Early graduation 281—IAC 12.3(5)
 - _____ d. Policies designed to recruit, retain, and utilize staff at both the elementary and secondary level 281—IAC 12.4(5) and 281—IAC 12.4(6)
 - _____ e. Policy to insure that student are free from discriminatory practices in the educational program (MC/GF policy) 281—IAC 12.5(8)
 - _____ f. Conducting ongoing and long-range needs assessment processes, including
 - _____ 1. Provisions for keeping the local community regularly informed on progress toward state and locally determined indicators 281—IAC 12.8(1)(b)(1)
 - _____ 2. How opportunities for local community feedback are provided on an ongoing basis 281—IAC 12.8(1)(b)(1)

- _____ g. Procedures for curriculum development, implementation, and evaluation which includes content standards and benchmarks in at least reading, mathematics, and science; performance levels; and annual improvement goals aligned with needs assessment data 281—IAC 12.8(1)(c)(1)
4. Elementary program, grades 1-6. 281—IAC 12.5(3)
Documentation (i.e., master schedule) that show(s) the following areas are taught in grades 1-6. **Note: These areas do not have to be separate courses, but they must be taught in each of the grades. The number of minutes dedicated to each area is a local decision.**
- _____ a. English-language arts
_____ b. Social studies
_____ c. Mathematics
_____ d. Science
_____ e. Health
_____ f. Physical education
_____ g. Music
_____ h. Visual art
5. Junior high program, grades 7 and 8. 281—IAC 12.5(4)
Documentation (i.e., master schedule) that show(s) the following areas are taught in grades 7 and 8. **Note: These areas do not have to be separate courses, but they must be taught in each of the grades. Note: The number of minutes dedicated to each area is a local decision.**
- _____ a. English-language arts
_____ b. Social studies
_____ c. Mathematics
_____ d. Science
_____ e. Health
_____ f. Physical education
_____ g. Music
_____ h. Visual art
6. High school program, grades 9-12. 281—IAC 12.5
Documentation (i.e., master schedule) that show(s) the following units of instruction are taught in grades 9-12. **Note: Pursuant to 281—IAC 12.5(14), a unit is a course that is taught for at least 200 minutes per week for 36 weeks or for the equivalent of 120 hours of instruction.**
- _____ a. English-language arts, six units 281—IAC 12.5(5)(a)
_____ b. Social studies, five units 281—IAC 12.5(5)(b)
Note: All students in grades 9-12 must, as a condition of graduation, complete a minimum of one-half unit of United States government and one unit of United State history and receive instruction in the government of Iowa.
- _____ c. Mathematics, six units 281—IAC 12.5(5)(c)
Note: This must include four sequential units which are preparatory to postsecondary educational programs.
- _____ d. Science, five units 281—IAC 12.5(5)(d)
Note: Full units of chemistry and physics shall be taught but may be offered in alternate years.
- _____ e. Health, one unit 281—IAC 12.5(5)(e)
_____ f. Physical education, one unit 281—IAC 12.5(5)(f)
_____ g. Fine arts, three units 281—IAC 12.5(5)(g)

- _____ h. Foreign language, four units 281—IAC 12.5(5)(h)
Note: The foreign language problem shall be a four-unit sequence of uninterrupted study in at least one language. All high schools shall offer and teach the first two units of the sequence. The third and fourth units must be offered. However, the department of education may, on an annual basis, waive the third and fourth unit requirements upon the request of the board.
- _____ i. Vocational education (career and technical education), five units 281—IAC 12.5(5)(j)
Note: Instruction shall be competency-based and articulated with postsecondary programs of study.
- 7. Curriculum documents and materials including:
 - _____ a. Benchmarks for at least reading, mathematics, and science that apply to the grade levels served by the school 281—IAC 12.8(1)(c)(2)
 - _____ b. Evidence that the following are incorporated into the educational program pursuant to 281—IAC 12.8(1)(c)(2)
 - _____ 1. Global education 281—IAC 12.5(11)
 - _____ 2. Career education 281—IAC 12.5(7)
 - _____ 3. Multicultural/gender fair approaches 281—IAC 12.5(8)
- 8. Documentation regarding professional development activities.
Note: The following items will be reviewed to ensure connection between current practice and the content approved in the school's CSIP. Documentation for this section might include, but is not limited to, school and/or building plans, action plans, meeting agendas/minutes, professional development calendars, and implementation plans).
 - _____ a. Professional development is provided to all instructional staff, aligns with school achievement goals, and is based on student and other needs data (i.e., student and teacher information). 281—IAC 12.7(1) and 281—IAC 83.6(4)
 - _____ b. The Board has annually budgeted specified funds to implement the staff development plan. 281—IAC 12.7(2)
- 9. Documentation (e.g., meeting agendas/minutes) regarding the School Improvement Advisory Committee (SIAC) provides evidence of the following:
 - _____ a. A board appointed SIAC exists. 281—IAC 12.8(1)(a)(2)
 - _____ b. Membership includes students, parents, teachers, administrators, and representatives from the local community. To the extent possible, committee membership has balanced representation of the following: race, gender, national origin, and disability. 281—IAC 12.2
 - _____ c. At least annually, the SIAC makes recommendations to board with regard to progress achieved with annual improvement goals for the state indicators that address reading, mathematics, and science, progress achieved with other locally determined indicators, and annual improvement goals for the state indicators that address reading, mathematics, and science. 281—IAC 12.8(1)(a)(3)

Other Documents for Site Visit Team- For Reference Only

- Current Comprehensive School Improvement Plan (CSIP)
- Most recent Annual Progress Report (APR)
- Building-level school improvement plans, if applicable
- Examples or copies of data reviewed by the SIAC in recommending needs, student learning goals, long-term goals, and annual improvement goals
- Student achievement data other than reading, mathematics, and science data, if available
- Content standards, benchmarks, grade level indicators, curriculum maps, etc. for all curricular areas available
- Course handbook/registration guide, if available

Information or Documents Accessible Only to the Site Visit Team Leader

10. Personnel files for all staff members 281—IAC 12.4(11)
- a. Personnel files for all instructional professional staff (including substitutes) contain the following:
 - _____ 1. Original or copies of transcripts
 - _____ 2. Original or copies of licenses
 - _____ 3. Record of professional growth activities updated annually to reflect all professional growth
 - b. Personnel files for all non-instructional professional staff (e.g., nurse, speech therapist, etc.), as defined in 281—IAC 12.4(2), contain the following:
 - _____ 1. Legal license/certificate or statement of professional recognition
11. Employee health files contain the following: 281—IAC 12.4(14)
- _____ a. Evidence that at the beginning of employment, each employee files a certificate of fitness in the form of a written physical examination conducted by appropriately licensed medical personnel.
Note: "Employee" means any person who receives a W-2 at the end of the year.
12. The system of maintaining permanent student records provides evidence of the following: 281—IAC 12.3(4)
- _____ a. Permanent student records are stored in a fire-resistant safe/vault or electronically with a secure backup file.
 - _____ b. Permanent records contain attendance information.
 - _____ c. Permanent records contain evidence of educational progress.
 - _____ d. A record exists of who can or has accessed student permanent records.
13. The system of maintaining cumulative student records provides evidence of the following: 281—IAC 12.3(4)
- _____ a. Cumulative records are a continuous and current record of significant information on student progress and growth.
 - _____ b. A record exists of who can or has accessed student cumulative records.

Documents Pertaining to USDA Child Nutrition Programs

Note: *This section is applicable if the school participates in the National School Lunch/Breakfast Program or Special Milk Program. If the nonpublic school contracts with a public school district for meals, the school may adopt its own wellness policy or may choose to follow the policy of the school district with which they contract.*

14. _____ A local school wellness policy for schools under the local educational agency has been established as required under the *2004 Reauthorization of the USDA Child Nutrition Programs*, which includes the following:
- _____ a. Documentation that parents, students, representatives of the school food authority, the school board, school administrators, and the public were involved in the development of the school wellness policy.
 - _____ b. Documentation that the board has adopted a wellness policy prior to the start of the first day of the school year beginning after June 30, 2006, and includes goals for:
 - _____ 1. nutrition education
 - _____ 2. physical activity
 - _____ 3. other school-based activities

Note: *The local educational agency determines what goals are appropriate to promote student wellness.*
 - _____ c. Documentation that the wellness policy includes guidelines selected by the local educational agency for all foods available on each school campus under the local educational agency during the school day with the objectives of promoting student health and reducing childhood obesity.
 - _____ d. Documentation that guidelines for reimbursable school meals shall not be less restrictive than regulations and guidance issued by the Secretary of Agriculture pursuant to subsections (a) and (b) of the section 10 of the Child Nutrition Act (42 U.S.C. 1779) and sections 9(f)(1) and 17(a) of the Richard B. Russell National School Lunch Act (42 U.S.C. 1758(f)(1), 1766(a)), as those regulations and guidance apply to schools.
 - _____ e. Documentation that the wellness policy establishes a plan for measuring implementation of the local wellness policy.
 - _____ f. Documentation that the wellness policy includes a designation of one or more person(s) within the local educational agency or at each school, as appropriate, charged with the operational responsibility for ensuring that the school meets the local wellness policy.